

CONFIDENTIAL*Per 19***ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Meritorious Unit Citation - Pre-Press Composition Section, FBIS/DS&T

FROM:R. W. Manners
Director, Foreign Broadcast
Information Service**EXTENSION****NO.**

FBIS-0129/88

DATE

14 June 1988

25X1

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. Protocol Branch
Room 7E29, Headquarters

2.

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*Presented
8 Sep 1988**FBIS Registry***CONFIDENTIAL**

CONFIDENTIAL**ROUTING AND RECORD SHEET****SUBJECT:** (Optional)

Honor Award Notification Memorandum - MUC- FBIS/DDS&T

Pre-Press Composition Sec

FROM:Executive Secretary, HMAB
7E-27 Hqs.**EXTENSION****NO.**

FBIS-6444-88

DATE

7 June 1988

25X1
25X1**TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)1. DDS&T
6E45

Hqs

6/10/88

2. DD/FBIS

6/13

3. D/FBIS

14 June 88

Notified [redacted]
on 14 June 88/RL

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FBIS-6444-88

7 June 1988

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

VIA: Deputy Director for Science and Technology

FROM:  Executive Secretary, Honor and Merit Awards Board

25X1

SUBJECT: Meritorious Unit Citation - Pre-Press Composition Section
Foreign Broadcast Information Service/DS&T

1. I am pleased to note that the Meritorious Unit Citation has been approved for Pre-Press Information Service, Foreign Broadcast Information Service, Directorate of Science and Technology. A copy of the memorandum which will be placed in the Official Personnel File of each employee named in the recommendation is attached for your information.

2. We are committed to present awards as soon as possible after their approval. When you have informed the unit of their award, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch no later than 21 June 1988, and the name and telephone number of the individual whom the Protocol Branch should contact to arrange presentation of the award.



25X1

Attachments

cc: D/OL

UNCLASSIFIED when separated
From CONFIDENTIAL attachment

CONFIDENTIAL




25X1

CONFIDENTIAL

7 June 1988

MEMORANDUM FOR THE RECORD

FROM:


Executive Secretary, Honor and Merit Awards Board

25X1

SUBJECT: Meritorious Unit Citation - Pre-Press Composition Section
Foreign Broadcast Information Service/DDS&T

1. The Meritorious Unit Citation has been approved for the personnel of Pre-Press Composition Section, Foreign Broadcast Information Service, Directorate of Science and Technology, for the period July 1987 - December 1987.

2. The list of employees is attached. Please distribute one copy to each awardee's file as highlighted.

25X1

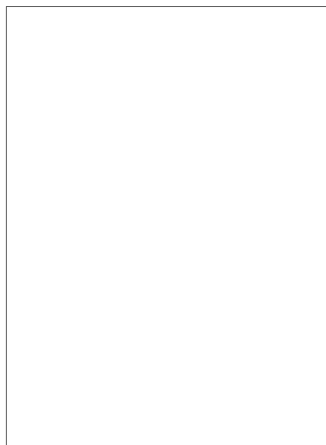
cc: Each OPF

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FBIS PRE-PRESS COMPOSITION SECTION STAFF EMPLOYEES

July 1987 - December 1987



25X1

CONFIDENTIAL

RETURN COPY

7 June 1988

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

VIA: Deputy Director for Science and Technology

FROM:
Executive Secretary, Honor and Merit Awards Board

25X1

SUBJECT: Meritorious Unit Citation - Pre-Press Composition Section
Foreign Broadcast Information Service/DS&T

1. I am pleased to note that the Meritorious Unit Citation has been approved for Pre-Press Information Service, Foreign Broadcast Information Service, Directorate of Science and Technology. A copy of the memorandum which will be placed in the Official Personnel File of each employee named in the recommendation is attached for your information.

2. We are committed to present awards as soon as possible after their approval. When you have informed the unit of their award, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch no later than 21 June 1988, and the name and telephone number of the individual whom the Protocol Branch should contact to arrange presentation of the award.

Attachments

cc: D/OI

Awardee notified of award on, by

(name, office, extension)

Awardee can be reached on

(telephone)

Comments:

UNCLASSIFIED when separated
From CONFIDENTIAL attachment

RETURN COPY

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CLASSIFY AS APPROPRIATE

SA/CD

RECOMMENDATION FOR HONOR OR MERIT AWARD

(Submit eight copies with: description of performance or service warranting award; biographic profile; and unclassified citation)

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1. SOCIAL SECURITY NO.			2. NAME OF PERSON RECOMMENDED (Last, First, Middle) FBIS Pre-Press Composition Section			3. POSITION TITLE		
4. GRADE	5. YOB	6. SD MLP	7. OFFICE OF ASSIGNMENT FBIS	8. EXTENSION	9. RECOMMENDED AWARD Meritorious Unit Citation - FBIS Pre-Press Composition Section			
10. INCLUSIVE DATES FOR WHICH RECOMMENDED July 1987 - December 1987				11. IF RETIRING, DATE OF RETIREMENT		12. POSTHUMOUS YES NO		
13. HOME ADDRESS (include ZIP CODE)				14. NAME OF SPOUSE		15. HOME PHONE		

25X1

Have any other persons received or been recommended for an award for this service or act?

☐ yes (If yes, attach list of full names and awards.)☒ no

TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION R. W. Manners, Director, Foreign Broadcast Information Service		DATE 7 APR 1988	
HEAD OF <u>ML</u> CAREER SERVICE (Career service of nominee)	TITLE AND SIGNATURE Director of Logistics, DA	DATE	
DEPUTY DIRECTOR OF CAREER SERVICE	R. E. Hineman, Deputy Director for Science and Technology	DATE	
DEPUTY DIRECTOR OF OPERATING COMPONENT	TITLE AND SIGNATURE	DATE	

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REPORT OF HONOR AND MERIT AWARDS BOARD

The Honor and Merit Awards Board having considered the foregoing recommendation on _____:

- ☐ recommends approval
☐ does not recommend approval
☐ recommends award of

REMARKS

APPROVED DATE	SIGNATURE
	TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD
	SIGNATURE
	TYPED NAME OF RECORDER

CLASSIFY AS APPROPRIATE

NARRATIVE FOR MERITORIOUS UNIT CITATION - FBIS Pre-Press Composition Section

1. A Meritorious Unit Citation is strongly recommended for the Pre-Press Composition Section of the Headquarters Engineering Division, FBIS.

2. During the period between July and December 1987, the members of this section [redacted]

[redacted] were responsible for the successful transition and operation of the AFS Unclassified Segment systems under difficult circumstances. Although 20% understaffed, this team has composed an increasing volume of FBIS reports, including over 400 pages of Daily Reports per day, on a regular basis. They have not missed a single production milestone and have worked effectively with their counterparts at the Office of Logistics, Printing and Photography Division, to produce the time-sensitive Daily Reports on schedule. They have also composed an ever-increasing complexity of material, incorporating tables and graphics into reports and articles for both the FBIS Operations and Production Groups. They have developed excellent working relationships with the editors in the FBIS groups, suggesting many procedures which have saved the editors time and effort and have improved both product and product flow.

3. The Pre-Press Composition Section has successfully maintained the ATEX Editorial System. They have performed all of the "normal" duties (including file purging, backup, and data maintenance) in an exceptional manner. What makes their performance so outstanding, however, is that beyond the normal duties, they had to step in when the contractor lost key personnel and take over all responsibility for the system very early in the transition at very short notice. Without proper documentation and with only a hurried technical hand-off, they had to keep the system operational, train themselves, and debug and tune the system. Especially during the early phases, this required them to work very long days. This was a time of dynamic change with many system problems which required them to be "on-call" for additional hours each day and often for days which would normally be their "weekend" time. The successful operation of the AFS Unclassified Segment for the Wire Service Staff, the Daily Reporting Division, and the JPRS Coordination Review Staff is due to the abilities and dedication of the Pre-Press Composition Section.

4. As compositors for the Daily Reports and JPRS Reports, they have been responsible for not only the daily operations, but also for the institution of operational procedures. Before the AFS was installed, the bulk of the FBIS composition task was accomplished manually by a combined staff and contractor "typing pool" (MIDAS semi-automated production accounted for only 15-20% of daily output). Setting up automated methods for efficient handling of responsibilities and job flow was a new experience for FBIS, but the Pre-Press Section worked very hard to facilitate the process. The aforementioned members of this section expended a great deal of time and effort working with the staffs in Production and Operations Groups to find better ways to process FBIS reports. They have solved the myriad of problems that arise when what on paper seemed like a good procedure ran into operational problems the first time it was tried in the real world. So great was their dedication that there were times when the compositors felt that either a mistake was their fault or that they should have known how to correct it and would work overtime until the problem was satisfactorily resolved.

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NARRATIVE FOR MERITORIOUS UNIT CITATION - FBIS Pre-Press Composition Section

5. The move of the individual components of the Daily Reporting Division to the AFS was dependent upon FBIS' ability to adhere to an ambitious phased plan for transition and to convert the Daily Report books from hard copy to soft copy production. The Pre-Press Composition Section performed their role in the transition so well that FBIS management was able to move the last two Daily Report books to AFS several days earlier than scheduled.

6. The Pre-Press Composition Section has functioned as a true team in every sense. The aforementioned team members provided mutual support to each other shifting resources and work schedules as required to meet changing demands of production requirements and system problems. Through intensive self-taught on-the-job training they initiated new operational procedures while totally supporting the transition schedule and FBIS operations. The members of the team have instituted changes in standard operating procedures and specialized system software to improve the system in the FBIS environment. Through their professionalism and dedication they have quickly adapted to a new working environment and have become respected and essential members of the larger FBIS team. AFS transition--indeed, FBIS operations in an automated environment--owes its success to the skills of the Pre-Press Composition Section and the incredible number of hours the team put into making the system work.

FBIS PRE-PRESS COMPOSITION SECTION STAFF EMPLOYEES

July 1987 - December 1987



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CITATION

A Meritorious Unit Citation is awarded to the FBIS Pre-Press Composition Section for exceptional dedication to duty and exemplary professionalism exhibited over an extended period from July to December 1987.

The members of this unit were responsible for the successful transition and operation of the AFS Unclassified Segment systems, the cornerstone of the overall FBIS modernization effort begun in FY-85.

The success of this initial phase of the FBIS Headquarters automation project was due in no small part to the abilities, initiative, determination and seemingly boundless energy of the members of the Pre-Press Composition Section. Transition from manual composition to the AFS system — indeed, FBIS operations in an automated environment — owes its success to this newly formed team and the innumerable hours its members put into making the system work.